Online Safety Policy

Designated Safeguarding Lead: Mrs N Hunt, Head Teacher

Back up Designated Safeguarding Lead: Miss S Schofield, Lead Teacher

Named Governor with lead responsibility: Miss J. Morris

Reviewed: June 2024

Next Review: June 2025

Scope of the Policy

At Stoneygate Nursery School, we recognise the need to have procedures in place to ensure the online safety of all members of our school community. This policy applies to all members of the school community (including staff, students / pupils, volunteers, parents / carers, visitors, community users) who have access to, and are users of school digital technology systems, both in and out of the school.

Under the Education and Inspections Act 2006 the Headteacher may investigate and act upon inappropriate online behaviour if this is deemed to impact on the child's time at school.

Under the 2011 Education Act, this may include the searching for and of electronic devices and the deletion of date in consultation with parents and appropriate agencies.

Roles and Responsibilities

The following section outlines the online safety roles and responsibilities of individuals and groups within the school.

Governors

Governors are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by receiving regular information about online safety incidents and monitoring reports. A member of the Governing Body has taken on the role of Online Safety Governor. This is currently Joanna Morris.

The role of the Online Safety Governor will include:

- regular monitoring of online safety incident logs
- reporting to Governors

All members of The Governing Board are responsible for ensuring that the Headteacher receives suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant. Governors should also be aware that there role requires them to refrain from making any comments which are detrimental to the school and its values and ethos (including social media). Any comments they do make should reflect school policy and their professional role.

Headteacher

- The Headteacher takes the lead for online safety and Filtering and Monitoring within the setting.
- The Headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community.
- The Headteacher will report any breaches of GDPR to the Governing Body.
- The Headteacher and Lead Teacher should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff. (see flow chart on dealing with online safety incidents – included in a later section – "Responding to incidents of misuse" and relevant Local Authority disciplinary procedures).
- The Headteacher is responsible for ensuring that the relevant staff receive suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant.
- The Headteacher will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal online safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.
- The Lead Teacher will receive regular monitoring reports from the Headteacher

Headteacher/Online Safety Lead

The Headteacher currently takes on the role of Online Safety Lead. They:

- take day to day responsibility for online safety issues and have a leading role in establishing and reviewing the school online safety policies / documents.
- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- Provide training and advice for staff
- liaises with the Local Authority and school technical staff
- receives reports of online safety incidents and creates a log of incidents to inform future online safety developments.
- Regularly test the filtering systems in school are effective and receive oversee weekly monitoring reports.
- meets regularly with Online Safety Governor to discuss current issues, review incident logs and filtering / change control logs.
- reports regularly to Lead Teacher and Governors

The Online Safety Lead in discussion with the Technician Service Provider (currently TechHub Northwest Ltdunsuervised
) is responsible for ensuring:

- that the school's technical infrastructure is secure and is not open to misuse or malicious attack
- that the school meets required online safety technical requirements and any Local Authority Online Safety Policy that may apply.
- that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- the filtering policy, is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person
- that they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant
- that the use of the network / internet / email is regularly monitored in order that any misuse / attempted misuse can be dealt with
- that monitoring software / systems are implemented and updated

Teaching and Support Staff

Are responsible for ensuring that:

- they have an up to date awareness of online safety matters and of the current school Online Safety Policy and practices.
- they have read, understood and signed the Staff Acceptable Use Policy / Agreement (AUP)
- they report any suspected misuse or problem to the Headteacher for investigation / action / sanction
- all digital communications with pupils / parents / carers should be on a professional level and only carried out using official school systems
- online safety issues are embedded in all aspects of the curriculum and other activities
- at an age-appropriate level, pupils understand and follow the Online Safety Policy and acceptable use policies
- they monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned, sites must be checked and deemed suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Children are not left unsupervised with access to the internet on mobile devices, such as iPads, and that 'guided access' settings are applied to such devices.
- Any incidences/breaches of GDPR are reported to the Headteacher/Data Protection Officer immediately, or as soon as is practically possible.

Designated Safeguarding Lead

Is trained in Online Safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- online-bullying

Reviewed June 2024

Pupils

At an age-appropriate level, learners are responsible for:

- following the Stoneygate Safe Internet Golden Rules
- Engage in age-appropriate online safety education opportunities
- respecting the feelings and rights of others; both on and offline
- Seek help from a trusted adult, if there is a concern online, and support others that may be experiencing online safety issues.

Parents / Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. At Stoneygate Nursery School, we will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters and the school website. Parents and carers will be encouraged to support the school in promoting good online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the website and on-line pupil records

Community Users

In the event of any Community Users who access school systems as part of the wider *school* provision, a signed Community User AUA will be sought prior to being provided with access to school systems.

Policy Statements

Education – Pupils

At Stoneygate Nursery School, we aim to raise awareness and promote safe and responsible internet use amongst learners, at an age appropriate level, by:

- ensuring that pupils are taught, understand, and regularly visit the 'Safe Internet Golden Rules'.
- ensuring education regarding safe and responsible use precedes internet access.
- teaching pupils how to keep safe online using first hand experiences e.g. Safer Internet Day.
- including online safety in the Personal, Social and Emotional Development (PSED) curriculum.
- reinforcing online safety messages whenever technology or the internet is in use.

Education – Parents / Carers

Many parents and carers have only a limited understanding of online safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's online behaviours. Parents

may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, web site,
- Parents / Carers evenings / sessions
- High profile events / campaigns e.g. Safer Internet Day
- Reference to relevant supportive web sites /publications (see appendix for links / resources)

Education – The Wider Community

The school will provide opportunities for local community groups / members of the community to gain from the school's online safety knowledge and experience. This may be offered through the following:

- Supporting and promoting facilitation of any family learning courses in use of new digital technologies, digital literacy and online safety.
- Online safety messages targeted towards grandparents and other relatives as well as parents.
- The school website will provide online safety information for the wider community.

Education & Training – Staff / Volunteers

It is essential that all staff receive online safety training and understand their responsibilities, as outlined in this policy.

- Online safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the online safety training needs of all staff will be carried out regularly.
- All new staff should receive online safety training as part of their induction programme, ensuring that they fully understand the school Online Safety Policy and Acceptable Use Agreements.
- The Online Safety Lead will receive regular updates through attendance at external training events (eg. from SWGfL / LA / other relevant organisations) and by reviewing guidance documents released by relevant organisations.
- This Online Safety Policy and its updates will be presented to and discussed by staff in staff meetings / INSET days.
- The Online Safety Lead will provide advice / guidance / training to individuals as required.

Training – Governors

Governors are encouraged to take part in online safety training / awareness sessions, with particular importance for those who are members of any subcommittee / group involved in technology / online safety / health and safety /safeguarding. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority / National Governors Association / or other relevant organisation (e.g. SWGfL).
- Participation in school information sessions for staff or parents.

Technical – infrastructure / equipment, filtering and monitoring

The school supported by specialist technical services (currently bought in from TechHub) will be responsible for ensuring that the school network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented.

The school will also need to ensure that the relevant people named in the above sections will be effective in carrying out their online safety responsibilities:

- School technical systems will be managed in ways that ensure that the school meets recommended technical requirements.
- There will be regular reviews and audits of the safety and security of school technical systems.
- Servers, wireless systems and cabling must be securely located and physical access restricted.
- All users will have clearly defined access rights to school technical systems and devices.
- All users will be provided with a year group username and password .
- The "administrator" passwords for the school ICT systems, used by the Technician Support (currently Western Business Systems) must also be available to the Headteacher or other nominated senior leader and kept in a secure place.
- The Computing Subject Leader/Headteacher is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations.
- Internet access is filtered for all users to the highest settings. Illegal content is filtered by the broadband or filtering provider by the Local Authority (Netsweeper).
- Internet filtering / monitoring should ensure that children are safe from terrorist and extremist material when accessing the internet.
- Any actual / potential technical incident / security breach must be reported to the Headteacher.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up to date virus software.
- An agreed policy is in place (student and guest logins) for the provision of temporary access of "guests" onto the school systems.

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website / social media / local press. This forms part of our Stoneygate Application Pack gathered on a child's entry to nursery.

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- In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use in not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images.
- Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission.
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or social media; particularly in association with photographs.

Data Protection

Personal data will be recorded, processed, transferred and made available In line with the European Union General Data Protection Regulation (GDPR) and the Data Protection Policy.
The school will ensure that:

- It has a Data Protection Policy.
- It has appointed a Data Protection Officer (DPO).
- It will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for.
- Data held must be accurate and up to date. Inaccuracies are corrected without unnecessary delay.
- The lawful basis for processing personal data (including, where relevant, consent) has been identified and documented and details provided in a Privacy Notice.
- Where special category data is processed, a lawful basis and a separate condition for processing have been identified.
- It has clear and understood arrangements for access to and the security, storage and transfer of personal data, including, where necessary, adequate contractual clauses or safeguards where personal data is passed to third parties e.g. cloud service providers.
- Procedures must be in place to deal with the individual rights of the data subject i.e. a Subject Access Requests to see all or a part of their personal data held by the data controller.
- There are clear and understood data retention policies and routines for the deletion and disposal of data.
- There is a policy for reporting, logging, managing and recovering from an information risk incident which recognises the requirement to report relevant data breaches to the ICO within 72 hours of the breach, where feasible.
- Consideration has been given to the protection of personal data when accessed using any remote access solutions.
- All staff receive data handling awareness / data protection training and are made aware of their responsibilities.

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Staff will ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protected devices.

When personal data is stored on any portable computer system, memory stick or any other removable media:

- The data must be encrypted and password protected.
- The device must be password protected.

Communications

When using communication technologies the school considers the following as good practice and expects its staff to adhere to these guidelines:

- The official school email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored. Staff and pupils should therefore use only the school email service to communicate with others when in school, or on school system.
- In accordance with this school policy, users must immediately report to the Headteacher, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature, and must not respond to any such communication.
- Any digital communication between staff and pupils or parents / carers (email, social media, blogs, etc) must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or social media must not be used for these communications.
- At an age-appropriate level, pupils should be taught about online safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

Social Media - Protecting Professional Identity

All schools have a duty of care to provide a safe learning environment for pupils and staff. Schools could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, engage in online bullying, discriminate on the grounds of sex, race or disability or who defame a third party may render the school liable to the injured party. Reasonable steps to prevent predictable harm must be in place.
The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the nursery school through:

- Ensuring that personal information is not published.
- Training is provided including: acceptable use; social media risks; checking of settings; data protection; reporting issues.
- Clear reporting guidance, including responsibilities, procedures and sanctions.

School staff should ensure that:

- No reference should be made in social media to pupils, parents / carers or school staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school.
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information

When official school social media accounts are established there should be:

- A process for approval by senior leaders.
- Systems for reporting and dealing with abuse and misuse.
- Understanding of how incidents may be dealt with under school disciplinary procedures.

Monitoring of Public Social Media

The school monitors the internet for public postings about the school and will respond appropriately to any comments made.

Dealing with unsuitable / inappropriate activities

Internet activity such as accessing child abuse images or distributing racist material is illegal, is banned in school and from being accessed by all technical systems. Other activities e.g. cyber-bullying would be banned and could lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school context, either because of the age of the users or the nature of those activities.

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in / or outside the school when using school equipment or systems. The school policy restricts usage as follows:

User Actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X
	Criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	Pornography				X	
	Promotion of any kind of discrimination				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	
	Promotion of extremism or terrorism				X	
	Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				X	
Using school systems to run a private business					X	
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school					X	
Infringing copyright					X	
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)					X	
Creating or propagating computer viruses or other harmful files					X	
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)					X	
On-line gaming (educational)			X			
On-line gaming (non-educational)			X			
On-line gambling					X	
On-line shopping / commerce			X			

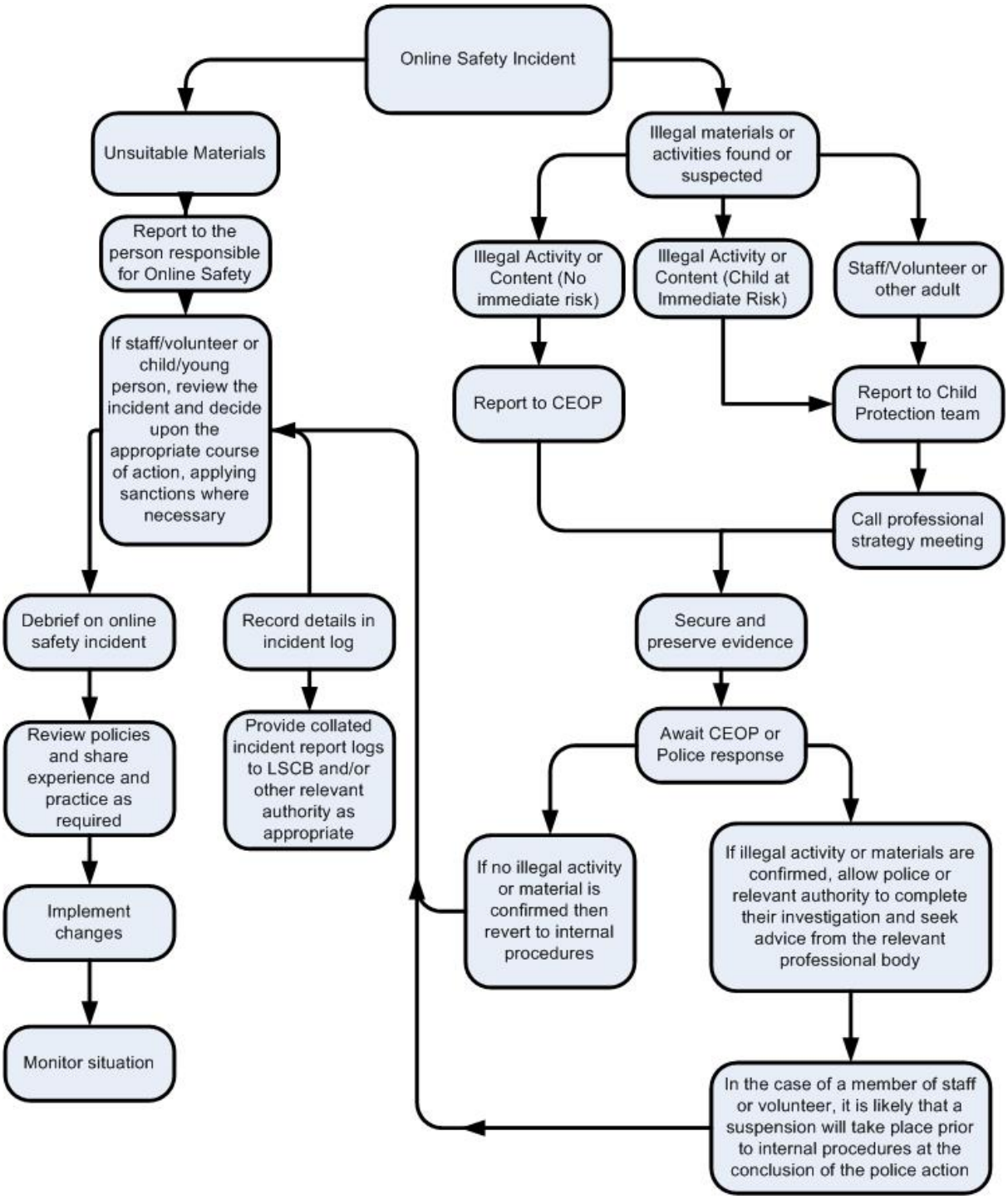
Reviewed June 2024

File sharing	X				
Use of social media	X				
Use of messaging apps		X			
Use of video broadcasting e.g. Youtube		X			

Responding to incidents of misuse

Illegal Incidents

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.



Reviewed June 2024

Other Incidents

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using one specific designated computer for the duration of the procedure, that will not be used by young people and if necessary can be taken off site by the police should the need arise.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
    - Internal response or discipline procedures
    - Involvement by Local Authority or national / local organisation (as relevant).
    - Police involvement and/or action

If content being reviewed includes images of child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:

    - incidents of 'grooming' behaviour
    - the sending of obscene materials to a child
    - adult material which potentially breaches the Obscene Publications Act
    - criminally racist material
    - promotion of terrorism or extremism
    - other criminal conduct, activity or materials
    -

- Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.

It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for safeguarding purposes. The completed form should be retained by the group for evidence and reference purposes.

School Actions & Sanctions

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the

school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures as follows:

Students / Pupils Incidents	Refer to Headteacher / Principal	Refer to Police	Refer to technical support staff for action re filtering / security etc.	Inform parents / carers	Removal of network / internet access	Warning	Further sanction eg detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).	X	X					
Unauthorised use of non-educational sites during lessons	X		X	X	X		
Unauthorised / inappropriate use of mobile phone / digital camera / other mobile device	X			X	X		
Unauthorised / inappropriate use of social media / messaging apps / personal email	X			X	X		
Unauthorised downloading or uploading of files	X			X	X		
Allowing others to access school network by sharing username and passwords						X	
Attempting to access or accessing the school network, using another student's / pupil's account	X			X	X		
Attempting to access or accessing the school network, using the account of a member of staff	X			X	X		
Corrupting or destroying the data of other users	X			X	X		
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature	X			X	X		
Continued infringements of the above, following previous warnings or sanctions	X			X	X		X

Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	X			X	X		
Using proxy sites or other means to subvert the school's filtering system	X			X	X		
Accidentally accessing offensive or pornographic material and failing to report the incident	X		X	X		X	
Deliberately accessing or trying to access offensive or pornographic material	X		X	X	X	X	X
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act	X		X	X			

	Actions / Sanctions							
Staff Incidents	Refer to Data Manager	Refer to Headteacher	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering etc.	Warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		X	X	X				
Inappropriate personal use of the internet / social media / personal email		X				X		
Unauthorised downloading or uploading of files	X	X			X	X		
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account		X				X		X
Careless use of personal data e.g. holding or transferring data in an insecure manner	X				X	X		
Deliberate actions to breach data protection or network security rules	X	X	X					X
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software	X	X	X	X				X
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature		X	X	X			X	
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with pupils		X	X	X			X	
Actions which could compromise the staff member's professional standing		X	X			X		
Actions which could bring the school / academy into disrepute or breach the integrity of the ethos of the school / academy		X	X			X		
Using proxy sites or other means to subvert the school's / academy's filtering system	X	X	X		X			X
Accidentally accessing offensive or pornographic material and failing to report the incident		X	X	X	X	X		X
Deliberately accessing or trying to access offensive or pornographic material		X	X	X	X		X	X
Breaching copyright or licensing regulations	X	X	X			X		

Continued infringements of the above, following previous warnings or sanctions	X	X	X				X	X

Appendices

Appendix 1

Remote Learning

At Soneygate Nursery School, we understand the need to provide high quality education for all pupils, at all times, including periods of remote learning.

Aims

- to ensure appropriate provision for all pupils which is of a high quality
- to ensure a whole school approach to remote learning
- to minimise disruption to pupil's education
- to ensure all safeguarding protocols and procedures are followed
- to engage with parents and carers
- to support all pupil's during a time of disruption

Roles and responsibilities

The Governing Body is responsible for ensuring that a clear policy and procedures are in place.

The Headteacher is responsible for:

- ensuring that the policy is followed by staff and pupils at all times.
- identifying and evaluate the risks associated with remote learning for both pupils and staff.
- ensuring arrangements are in place for monitoring incidents related to remote learning.
- reviewing the effectiveness of the policy and communicate any changes.
- ensuring their is access for all pupils.

The DSL is responsible for:

- assessing safeguarding risks associated with remote learning.
- attending meetings related to remote learning.
- Identifying vulnerable pupils who may be at risk from this method of learning.
- Working with other agencies to ensure the success of the policy.

Staff are responsible for:

- following the policy at all times.
- ensuring they understand the school safeguarding policy fully.
- adhering to the staff code of conduct.
- planning and delivering learning which is appropriate for their pupils.
- reporting any incidents of misuse immediately to the Headteacher/DSL.

Parents are responsible for:

- following this policy at all times.
- supporting their child to access learning.

Reviewed June 2024

- communicating with school staff in a polite and appropriate manner.
- Keeping school informed if their are any breaches of this policy or if their child can no longer access remote learning.

Pupils are responsible for:

- following the requirements of this policy.
- completing all remote learning to the best of their ability.

Actions

Children who are absent from school due to illness will not be expected to complete remote learning. Where 1 or 2 children are absent from a class and able to access remote learning, personalised tasks will be set. Where 10 or more pupils are absent from a class the teacher will employ blended learning techniques. They will send videos of the teacher input for core learning plus the tasks associated to mirror the learning in the class. Where a staff member is ill their nominated person will supervise the online learning and feedback.

Safer Working Practices

Staff must:

- only use their work email/Class Dojo to communicate with parents.
- not contact pupils directly via email.
- only be emailing parents during working hours.
- Ensure learning videos are conducted in school unless staff are self-isolating; in this case videos should only be made in an appropriate working environment (If other materials are available to reduce the use of teacher videos from home then these should be used in the first instance).

This policy should be read in conjunction with the schools Safeguarding policy, Data Protection policy, Acceptable Use Policy and Staff Code of Conduct.

Reviewed June 2024

Stoneygate Nursery School

Safe Internet Golden Rules

Pupil Acceptable Use Policy

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers /tablets.
- I will only use the internet when a trusted adult is with me.
- I will take care of the computer and other equipment.
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I will tell an adult immediately if I see something that makes me feel uncomfortable or upset.
- I know that if I break the rules I might not be allowed to use a computer / tablet

Reviewed June 2024

Stoneygate Nursery School

Governor Acceptable Use Policy

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools / academies and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my professional and personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to the use of these technologies (e.g. laptops, tablets, email etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will be professional in my communications and actions when using school ICT systems:
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will only use social networking sites in school in accordance with the school's policies.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school / academy:

- When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any

additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

- I will not open any hyperlinks in emails or any attachments to emails if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / Academy / LA Personal Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or student / pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Governor Name: ……

Signed: ……

Date: ……

Reviewed June 2024

Stoneygate Nursery School

Visitor/ Community User Acceptable Use Policy

This Acceptable Use Agreement is intended to ensure:

- that community users of school / academy digital technologies will be responsible users and stay safe while using these systems and devices
- that school / academy systems, devices and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that users are protected from potential risk in their use of these systems and devices

Acceptable Use Agreement:

I understand that I must use school systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. This agreement will also apply to any personal devices that I bring into the school / academy:

- I understand that my use of school systems and devices and digital communications will be monitored.
- I will not use a personal device that I have brought into school for any activity that would be inappropriate in a school setting.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will not access, copy, remove or otherwise alter any other user's files, without permission.
- I will ensure that if I take and / or publish images of others I will only do so with their permission. I will not use my personal equipment to record these images, without permission. If images are published it will not be possible to identify by name, or other personal information, those who are featured.
- I will not publish or share any information I have obtained whilst in the school on any personal website, social networking site or through any other means, unless I have permission from the school.
- I will not, without permission, make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a school device, nor will I try to alter computer settings, unless I have permission to do so.

Reviewed June 2024

- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I understand that if I fail to comply with this Acceptable Use Agreement, the school / academy has the right to remove my access to school systems / devices.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Name:……

Signed:……..

Date: ……

Reviewed June 2024

Legislation

Schools should be aware of the legislative framework under which this Online Safety Policy template and guidance has been produced. It is important to note that in general terms an action that is illegal if committed offline is also illegal if committed online.
It is recommended that legal advice is sought in the advent of an e safety issue or situation.

Computer Misuse Act 1990

This Act makes it an offence to:

- Erase or amend data or programs without authority;
- Obtain unauthorised access to a computer;
- "Eavesdrop" on a computer;
- Make unauthorised use of computer time or facilities;
- Maliciously corrupt or erase data or programs;
- Deny access to authorised users.

Data Protection Act 1998

This protects the rights and privacy of individual's data. To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully. The Act states that person data must be:

- Fairly and lawfully processed.
- Processed for limited purposes.
- Adequate, relevant and not excessive.
- Accurate.
- Not kept longer than necessary.
- Processed in accordance with the data subject's rights.
- Secure.
- Not transferred to other countries without adequate protection.

Freedom of Information Act 2000

The Freedom of Information Act gives individuals the right to request information held by public authorities. All public authorities and companies wholly owned by public authorities have obligations under the Freedom of Information Act. When responding to requests, they have to follow a number of set procedures.

Communications Act 2003

Sending by means of the Internet a message or other matter that is grossly offensive or of an indecent, obscene or menacing character; or sending a false message by means of or persistently making use of the Internet for the purpose of causing annoyance, inconvenience or needless anxiety is guilty of an offence liable, on conviction, to imprisonment. This wording is important because an offence is complete as soon as the message has been sent: there is no need to prove any intent or purpose.

Malicious Communications Act 1988

It is an offence to send an indecent, offensive, or threatening letter, electronic communication or other article to another person.

Regulation of Investigatory Powers Act 2000

It is an offence for any person to intentionally and without lawful authority intercept any communication. Monitoring or keeping a record of any form of electronic communications is permitted, in order to:

- Establish the facts;
- Ascertain compliance with regulatory or self-regulatory practices or procedures;

- Demonstrate standards, which are or ought to be achieved by persons using the system;
- Investigate or detect unauthorised use of the communications system;
- Prevent or detect crime or in the interests of national security;
- Ensure the effective operation of the system.
- Monitoring but not recording is also permissible in order to:
- Ascertain whether the communication is business or personal;
- Protect or support help line staff.
- The school reserves the right to monitor its systems and communications in line with its rights under this act.

Trade Marks Act 1994

This provides protection for Registered Trade Marks, which can be any symbol (words, shapes or images) that are associated with a particular set of goods or services. Registered Trade Marks must not be used without permission. This can also arise from using a Mark that is confusingly similar to an existing Mark.

Copyright, Designs and Patents Act 1988

It is an offence to copy all, or a substantial part of a copyright work. There are, however, certain limited user permissions, such as fair dealing, which means under certain circumstances permission is not needed to copy small amounts for non-commercial research or private study. The Act also provides for Moral Rights, whereby authors can sue if their name is not included in a work they wrote, or if the work has been amended in such a way as to impugn their reputation. Copyright covers materials in print and electronic form, and includes words, images, and sounds, moving images, TV broadcasts and other media (e.g. youtube).

Telecommunications Act 1984

It is an offence to send a message or other matter that is grossly offensive or of an indecent, obscene or menacing character. It is also an offence to send a message that is intended to cause annoyance, inconvenience or needless anxiety to another that the sender knows to be false.

Criminal Justice & Public Order Act 1994

This defines a criminal offence of intentional harassment, which covers all forms of harassment, including sexual. A person is guilty of an offence if, with intent to cause a person harassment, alarm or distress, they:

- Use threatening, abusive or insulting words or behaviour, or disorderly behaviour; or
- Display any writing, sign or other visible representation, which is threatening, abusive or insulting, thereby causing that or another person harassment, alarm or distress.

Racial and Religious Hatred Act 2006

This Act makes it a criminal offence to threaten people because of their faith, or to stir up religious hatred by displaying, publishing or distributing written material which is threatening. Other laws already protect people from threats based on their race, nationality or ethnic background.

Protection from Harrassment Act 1997

A person must not pursue a course of conduct, which amounts to harassment of another, and which he knows or ought to know amounts to harassment of the other. A person whose course of conduct causes another to fear, on at least two occasions, that violence will be used against him is guilty of an offence if he knows or ought to know that his course of conduct will cause the other so to fear on each of those occasions.

Protection of Children Act 1978

It is an offence to take, permit to be taken, make, possess, show, distribute or advertise indecent images of children in the United Kingdom. A child for these purposes is a anyone under the age of 18. Viewing an indecent image of a child on your computer means that you have made a digital image. An image of a child also covers pseudo-photographs (digitally collated or otherwise). A person convicted of such an offence may face up to 10 years in prison

Sexual Offences Act 2003

A grooming offence is committed if you are over 18 and have communicated with a child under 16 at least twice (including by phone or using the Internet) it is an offence to meet them or travel to meet them anywhere in the world with the intention of committing a sexual offence. Causing a child under 16 to watch a sexual act is illegal, including looking at images such as videos, photos or webcams, for your own gratification. It is also an offence for a person in a position of trust to engage in sexual activity with any person under 18, with whom they are in a position of trust. (Typically, teachers, social workers, health professionals, connexions staff fall in this category of trust). Any sexual intercourse with a child under the age of 13 commits the offence of rape.

Public Order Act 1986

This Act makes it a criminal offence to stir up racial hatred by displaying, publishing or distributing written material which is threatening. Like the Racial and Religious Hatred Act 2006 it also makes the possession of inflammatory material with a view of releasing it a criminal offence. Children, Families and Education Directorate page 38 April 2007.

Obscene Publications Act 1959 and 1964

Publishing an "obscene" article is a criminal offence. Publishing includes electronic transmission.

Human Rights Act 1998

This does not deal with any particular issue specifically or any discrete subject area within the law. It is a type of "higher law", affecting all other laws. In the school context, human rights to be aware of include:

- The right to a fair trial
- The right to respect for private and family life, home and correspondence
- Freedom of thought, conscience and religion
- Freedom of expression
- Freedom of assembly
- Prohibition of discrimination
- The right to education

These rights are not absolute. The school is obliged to respect these rights and freedoms, balancing them against those rights, duties and obligations, which arise from other relevant legislation.

The Education and Inspections Act 2006

Empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of students / pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour.

The Education and Inspections Act 2011

Extended the powers included in the 2006 Act and gave permission for Headteachers (and nominated staff) to search for electronic devices. It also provides powers to search for data on those devices and to delete data. (see template policy in these appendices and for DfE guidance - http://www.education.gov.uk/schools/pupilsupport/behaviour/behaviourpolicies/f0076897/screening-searching-and-confiscation)

The Protection of Freedoms Act 2012

Requires schools to seek permission from a parent / carer to use Biometric systems

The School Information Regulations 2012

Requires schools to publish certain information on its website:
https://www.gov.uk/guidance/what-maintained-schools-must-publish-online

Serious Crime Act 2015

Introduced new offence of sexual communication with a child. Also created new offences and orders around gang crime (including CSE)

Reviewed June 2024

Glossary of Terms

AUP / AUA	Acceptable Use Policy / Agreement – see templates earlier in this document
CEOP	Child Exploitation and Online Protection Centre (part of UK Police, dedicated to protecting children from sexual abuse, providers of the Think U Know programmes.
CPD	Continuous Professional Development
FOSI	Family Online Safety Institute
ICO	Information Commissioners Office
ICT	Information and Communications Technology
ICTMark	Quality standard for schools provided by NAACE
INSET	In Service Education and Training
IP address	The label that identifies each computer to other computers using the IP (internet protocol)
ISP	Internet Service Provider
ISPA	Internet Service Providers' Association
IWF	Internet Watch Foundation
LA	Local Authority
LAN	Local Area Network
MIS	Management Information System
NEN	National Education Network – works with the Regional Broadband Consortia (e.g. SWGfL) to provide the safe broadband provision to schools across Britain.
Ofcom	Office of Communications (Independent communications sector regulator)
SWGfL	South West Grid for Learning Trust – the Regional Broadband Consortium of SW Local Authorities – is the provider of broadband and other services for schools and other organisations in the SW
TUK	Think U Know – educational online safety programmes for schools, young people and parents.
VLE	Virtual Learning Environment (a software system designed to support teaching and learning in an educational setting,
WAP	Wireless Application Protocol
UKSIC	UK Safer Internet Centre – EU funded centre. Main partners are SWGfL, Childnet and Internet Watch Foundation.

Useful Links

Lancashire Support and Guidance for Educational Settings

Education Safeguarding Team:

- Victoria Wallace, Education Safeguarding Adviser Tel: 01772 531196
- Tim Booth / Shane Penn / Donna Green Tel: 01772 536694
- Graham Lowe Lancashire LSCB/LSAB Online Safeguarding Advisor E: graham.lowe2@lancashire.gov.uk

Guidance for Educational Settings:

- www.kelsi.org.uk/support-for-children-and-young-people/child-protection-andsafeguarding

Reviewed June 2024

- www.kelsi.org.uk/child-protection-and-safeguarding/e-safety/e-safety-classroommaterials
- www.kelsi.org.uk/child-protection-and-safeguarding/e-safety/e-safety-useful-links
- www.lancashiresafeguarding.org.uk/online-safeguarding.aspx

Lancashire Police:

- https://www.lancashire.police.uk/help-advice/online-safety/ 23

In an emergency (a life is in danger or a crime in progress) dial 999. For other non-urgent enquiries contact Lancashire Police via 101

National Links and Resources for Educational Settings

Child Exploitation and Online Protection (CEOP):

- www.thinkuknow.co.uk
- www.ceop.police.uk

Internet Matters: www.internetmatters.org

Childnet: www.childnet.com

Internet Watch Foundation (IWF): www.iwf.org.uk

Lucy Faithfull Foundation: www.lucyfaithfull.org

NSPCC: www.nspcc.org.uk/onlinesafety

ChildLine: www.childline.org.uk

Net Aware: www.net-aware.org.uk

The Marie Collins Foundation: www.mariecollinsfoundation.org.uk

UK Safer Internet Centre: www.saferinternet.org.uk

Professional Online Safety Helpline: www.saferinternet.org.uk/about/helpline

360 Safe Self-Review tool for schools: www.360safe.org.uk

Reviewed June 2024

National Links and Resources for Parents/Carers

Action Fraud: www.actionfraud.police.uk

CEOP: www.thinkuknow.co.uk or www.ceop.police.uk

Childnet: www.childnet.com

Get Safe Online: www.getsafeonline.org

Internet Matters: www.internetmatters.org

Internet Watch Foundation (IWF): www.iwf.org.uk

Lucy Faithfull Foundation: www.lucyfaithfull.org

NSPCC: www.nspcc.org.uk/onlinesafety

ChildLine: www.childline.org.uk

The Marie Collins Foundation: www.mariecollinsfoundation.org.uk

UK Safer Internet Centre: www.saferinternet.org.uk

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